DEPARTMENT OF LABOR
EMPLOYMENT OPPORTUNITY
Information Technology Analyst 1 (EU 23)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!
REVISED TO CORRECT EXAMPLES OF DUTIES

Open To: The Public
Location: Department of Labor, 200 Folly Brook Boulevard, Wethersfield, CT 06109
Hours: 8:30 a.m. to 4:00 p.m. (35 hours weekly)
Salary: $53,926 approximate annual salary and full benefits package
Closing Date: 3/14/11

Eligibility Requirement: Candidates must have applied for and passed the Information Technology Analyst 1 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

EXAMPLES OF DUTIES: Assists in the support and maintenance of multiple Tax Division and Unemployment Insurance (UI) applications. Including, but not limited to, Electronic Document Management System (EDMS) applications which are critical to the daily operations of the Agency, the FACT Audit System and a magnetic media processing system (Mag Media) developed in the .Net environment; Support and maintenance of a variety of small-scale .Net business applications; Assists application developer in analysis, design and development of information systems, while adhering to State's systems development lifecycle; Responsible for analyzing and documenting business requirements, acting as a liaison between technical staff, users and vendors regarding basic application design and modifications; ensures timely completion of all phases of development projects; customizes software applications to meet user requirements; designs screens, forms and reports; defines data elements; performs system tests; prepares project plans and time and cost estimates; documents system specifications; develops tables and relationships; arranges necessary hardware and software availability; provides for preparation and maintenance of documentation and manuals necessary at customer and operational levels; coordinates and/or provides customer support as needed; prepares progress reports; prepares program specifications and test data for own work; performs unit and/or system tests; debugs and/or corrects errors; maintains and enhances existing programs; uses programmer productivity tools; performs related duties as required.

Preferred Skills and Ability: The ideal candidate must be able to excel in a rapidly changing environment. The ideal candidates must have general development experience in .Net disciplines, excellent oral and written communication skills. Working knowledge of FileNet, FileNet Capture and Right Fax (ingoing and outgoing faxing). Must possess considerable knowledge of at least three or more of the following: .Net Disciplines, DB2, SQL Server, database administration, Web development using .Net assemblies, XML, SOA Framework. Additionally candidates should possess a working knowledge in object oriented programming, relational databases, MS Project, MS Visio, Change Management, application design processes, system development methodologies (SDMs) and Microsoft architecture.

Note:
The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

*Applicants who are not currently a state employee must start at the minimum salary.

Application Instructions:
Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume and an Application for Examination or Employment (CT-HR-12). In addition, if you are a non-agency applicant you will need to complete and sign the Addendum to the Application for Examination or Employment (CT-HR-13). Current state employees are required to submit their last two service ratings. The CT-HR-12 and CT-HR-13 can be downloaded from the DAS website at **http://das.ct.gov/employment**. On the job application (CT-HR-12) please reference **Job Posting No. 279** Application packages will not be considered without these documents. Submit via mail to:

Department of Labor
Human Resources Office/Maria LaRosa
200 Folly Brook Boulevard
Wethersfield, CT 06109
FAX (860) 263-6699

**Please note: If you are choosing to fax your application, it is not necessary to also send an original copy. Due to the large number of expected applicants we cannot confirm receipt of application materials. Please do not call concerning your application.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.